

Guy Van de Walle, PhD – Psychotherapist, Counsellor & Psychologist
BACP registered and accredited (<http://www.bacp.co.uk/>). Abiding by the
BACP Ethical Framework for Good Practice in Counselling & Psychotherapy



Data Protection Notice

This notice covers how the personal data of my clients are used and held in relation to the psychotherapeutic services that I offer under the **General Data Protection Regulations 2018**.

Contact details

For each client who uses my psychotherapeutic services, I retain a small amount of personal data which include name, age or DoB, email address, telephone number(s), address details and emergency contact name & telephone number. These data are used to arrange sessions, when a third party report or letter is requested, or in case of emergency.

I retain a copy (with no duplicates) of my clients' personal details on the paper-based Client Agreement which is signed at the beginning of the course of counselling. All Client Agreements are held in a folder which is kept securely in a cabinet in my office, to which I have exclusive access. Contact data (telephone number & email) are also held in password protected format on a smart phone and are not linked to any other personal information or records about my clients.

Session notes

I usually make very brief notes after each counselling session to record the key themes which have been discussed, with a view to deliver a high quality psychotherapeutic service. In any notes I hold, clients are not identifiable. These records are data protection compliant and securely stored in line with the guidelines set out by the Information Commissioners Office (ICO) which whom I am registered.

From time to time I bring my work to case work supervision to ensure that I am meeting high standards of professionals practice. Any conversations in this context are bound by the BACP Ethical Framework and practice guidance on confidentiality and its limitations. Full details are available at www.bacp.co.uk. In case work supervision, any reference to individual clients is anonymized and the focus is on the support I am providing not on the detailed narrative of the sessions.

Data handling

Every client has the right to withdraw their consent to my holding any personal data at any time and request deletion of this data by emailing me or by using the contact form available on my website at <https://www.guyvandewalle.co.uk/>.

Every client has the right to access a copy of any personal data that I hold on request and to have any inaccuracies corrected.

Retention of details & records

Records are kept securely for seven years and then destroyed. Any breach in the security of the data I hold about my clients will be notified to them within 72 hours of the breach.